



Flying Operations

***INCENTIVE/ORIENTATION/FAMILIARIZATION FLIGHTS
AND F-16 SPOUSE TAXI RIDE PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 944 OSF/DO (Maj D. Thorpe)
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This instruction implements AFD 11-4, *Aviation Service*, and establishes guidelines and procedures for flying non-rated or non-unit personnel in unit F-16D aircraft. This instruction is applicable to the 944th Fighter Wing only.

SUMMARY OF REVISIONS

This revision incorporates text format changes, revises para 1.2, 2.2.3, 3.1, 3.2.1, 4.1, 4.1.2.1, 5.1, 5.3.1, 5.3.5, 6.9, and changes 6.10.4 to read **MIL** in place of **MAX AB**. A * indicates revisions from previous edition.

1. General:

1.1. Flights are conducted to offer an incentive to wing reservists and top performers or to provide mission orientation to individuals who closely support/influence the mission of the 944th Fighter Wing, the tactical air forces, and the Air Force Reserve.

*1.2. AFRC orientation flights are designed to demonstrate to selected individuals that AFRC has a professional force, thereby providing a better understanding and appreciation for the AFRC mission.

1.3. Familiarization flights enable a commander to familiarize individuals with the unit's aircraft and mission. Under this category, federal civil service employees directly associated with the flying mission may be considered for a flight.

1.4. This instruction also outlines the procedures for the F-16 Spouse Taxi Ride Program.

2. Responsibilities:

2.1. Wing Commander:

2.1.1. Approves unit personnel incentive flights and spouse taxi rides.

2.1.2. Approves unit aircraft usage.

2.2. Operations Group Commander:

2.2.1. Ensures higher headquarters approval is obtained for orientation flights if required.

2.2.2. Assumes overall responsibility for the conduct of all flight and taxi rides.

*2.2.3. Obtains mission identifiers through command post when required, and reports approved flights to AFRC, when required.

2.3. Operations Support Flight:

2.3.1. Tracks incentive ride recipients and coordinates familiarization and orientation flights with the wing Public Affairs (PA) office.

2.3.2. Informs the PA office of scheduled flight activity.

2.3.3. Informs unit Flight Surgeon and arranges medical review of non-rated personnel.

2.4. Fighter Squadron Commander or Operations Officer:

2.4.1. Schedules all flights and taxi rides upon Operations Group Commander authorization.

2.4.2. Selects the pilot based on experience and qualifications.

2.4.3. Ensures passengers receive the necessary preflight instruction and life support training.

2.4.4. Ensures all pilots are briefed on the requirements of this instruction, and that proper flight profiles are planned and flown.

2.5. Public Affairs Officer:

2.5.1. Submit the orientation flight request through proper headquarters operations and public affairs channels in sufficient time to obtain approval.

2.5.2. Informs Wing and Operations Group Commanders of approved flights.

3. Nomination and Selection of Orientation Flight Participants:

*3.1. An incentive ride is automatically offered to the annual recipients of the 944 FW Airman, Non-Commissioned Officer (NCO) and Senior NCO of the Year award winners. Consideration will be given to offering rides to winners of any other Numbered Air Force or higher headquarters awards on a case-by-case basis. Incentive ride requests for unit members that do not meet the above criteria must be for a unique or unusual achievement or circumstance and must be justified in writing, through the respective group commanders. The Wing Commander will approve all incentive flights.

3.2. Familiarization Flights are designed to familiarize individuals who are rated or have aviation related responsibilities with unit aircraft and missions. These flights may be conducted on normal training missions.

*3.2.1. Commanders may use Air Force aircraft under their control to conduct a familiarization flight program as prescribed by AFI 11-401/AFRC SUP 1, *Flight Management (PA)*, paragraphs 1.9.3 and 1.9.3.7, DODR 4515-13 and MAJCOM guidelines. Orientation flights may be conducted to reward and motivate, as well as to “ensure a better understanding of a particular weapons system and its role, or when the flight is determined to be in the best interest of the USAF.” Therefore, military personnel who are assigned duties in direct support of or with the ability to influence the flying mission should be scheduled for orientation or familiarization flights in unit-assigned aircraft in order to gain knowledge and appreciation of the unit mission and employment procedures. This broadened perspective will improve Mission Essential Ground Personnel’s (MEGPs) ability to perform their duties in support of the aircrews, significantly improving teamwork and facilitating unit operations as the ground personnel come to fully understand the pilot’s unique work situation and requirements. Moreover, such flights have been demonstrated to improve esprit de corps by building rapport and mutual trust, thereby improving unit morale. Flights should be scheduled as aircraft availability permits, after coordination with the Operations Group Commander and approval by the Wing Commander.

3.2.2. MEGP’s are personnel who could be considered for familiarization flights. This is not however, all inclusive and the Wing Commander has the option of adding to or subtracting from the following list:

- F-16 Crew Chiefs
- Other F-16 MX, Generation, Weapons, Specialist, Munitions, etc. Personnel
- Life Support Personnel
- Intelligence Personnel
- FAA Controllers
- Weapons Controllers
- Military Air Traffic Control (ATC) Personnel
- Flight Operations Personnel
- Executive Officers

- Operations Planners
- Public Affairs

4. Management of Incentive Flights:

*4.1. Flights will be conducted IAW AFI 11-401/AFRC SUP 1, Attachment 8 with the following 944 FW restrictions:

4.1.1. Weather minimum for incentive flights with non-rated passengers is 1500/3. For rated passengers, weather minimum is pilot's weather category.

4.1.2. Flights are flown as local missions unless specifically approved otherwise by the Operations Group Commander. Flight profiles for non-rated military or civilian personnel are planned and executed in a low risk environment. The following applies:

*4.1.2.1. Flights will be performed during day light hours only.

5. Management of Familiarization Flights:

*5.1. Flights will be conducted IAW AFI 11-401/AFRC SUP 1, Attachment 8.

5.2. The Flight Surgeon reviews the medical records of all non-rated military personnel before flight. Flight surgeon interviews all civilians before flight to assess whether the individual can endure the stresses of the flight. If the flight surgeon has any doubt about the passenger's condition, the passenger will not fly. Questions should concern: history of heart, back, neck, or mobility problems; motion sickness susceptibility; sinus or ear block possibilities; and medication taken by the passenger.

5.3. Before flight, pilots will ensure:

*5.3.1. An incentive or orientation flight checklist is completed. Items to be included on the AF Form 2519, **All Purpose Checklist**, are in attachment 1. Checklists can be obtained from 944 OSF/DO (See attachment 2).

5.3.2. The DD Form 1381, **Air Transportation Agreement**, is signed.

5.3.3. The flight mission briefing begins a minimum of 1 1/2 hours before scheduled takeoff.

5.3.4. All aspects of the flight are covered to allay apprehension.

*5.3.5. The ejection mode select handles is set to "AFT."

5.3.6. The rear cockpit fuel master switch is safety wired to the guarded "ON" position.

5.3.7. Passengers are properly strapped in.

5.3.8. Passengers are specifically cautioned to avoid inadvertent actuation of the rear cockpit flight controls and the possibility of knee-stick interference.

5.3.9. The stick control switch is set to “FWD.”

5.4. Pilots will avoid those flight regimes where delay in overriding a rear cockpit flight control input would be unduly hazardous. Pilots must remain alert for unintentional control inputs that can occur as a result of leg or knee interference with the rear cockpit side stick controller.

5.5. Only instructor or supervisor pilots may fly incentive or orientation missions. They must always consider the comfort and safety of their passengers. To the extent possible, pilots will temper the inherent aggressiveness of maneuvers to allow the passengers to be aware of sudden “G” onset and rapid roll rates.

6. Spouse Taxi Ride Procedures:

6.1. Request Approval Procedures:

6.1.1. At least one week prior to the event, present a one-slide briefing to the Wing Commander covering the date, time, number, names of participants and pilots involved.

6.1.2. Wing Commander confirms approval for taxi rides after this briefing.

6.2. Taxi rides are not to exceed eight per event and are usually conducted during Unit Training Assemblies (UTAs).

6.3. Participants will be spouses of F-16 pilots.

6.4. A pilot will not give his/her own spouse a taxi ride.

6.5. All participants will wear flight suit, “G” suit, gloves, helmet, and appropriate footwear and will be given ground egress training by squadron life support personnel.

6.6. All participants will sign a DD Form 1381 for release of liability.

6.7. Aircraft configuration is as follows:

6.7.1. External fuel tanks and stores are allowed in any configuration, provided all external fuel tanks and stores are empty.

6.7.2. Safe gun.

6.7.3. Training AIM-9s are authorized.

6.7.4. All normal pins and covers will be removed prior to taxi.

6.8. Maintenance performs an end-of-runway check of the aircraft for tire and brake system condition prior to taxi onto the runway.

*6.9. No aircraft is used for more than two (2) taxi rides without a dedicated two (2) hour cool down to prevent potential problems from heat build-up in the brakes.

6.10. Pilot Procedures:

6.10.1. Conduct a briefing with the spouses receiving taxi rides addressing the following:

6.10.1.1. Egress awareness.

6.10.1.2. Communication procedures.

6.10.1.3. Cockpit switches and handles that must not be moved.

6.10.1.4. Sequence of events.

6.10.1.5. Emergency actions and procedures.

6.10.2. Complete checklist items through taxi check.

6.10.3. Complete all "before takeoff" checklist items, to include the EPU check and seat arming.

*6.10.4. On the runway, normal run-up and pre-takeoff procedures must be followed. After brake release, advance throttle to MIL and monitor airspeed. At the first indication of calibrated airspeed, immediately retard the throttle to idle. Do not attempt to aerobrake. Extend the speed brake and allow the aircraft to roll out to help preclude overheating the wheel brakes.

6.11. Prior to conducting taxi ride operations, the 302 Fighter Squadron Commander or Operations Officer will brief each taxi pilot on the purpose, procedures, and requirements of the taxi ride. The briefing must stress the following potential problem areas and required emergency actions and procedures:

6.11.1. Hardover nose wheel steering.

6.11.2. Egress mishaps.

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6.11.3. Hot brakes.

6.11.4. Blown tires.

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Commander

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

DODR 4515-13, *Air Transportation Eligibility*

AFI 11-401/AFRC SUP 1, *Flight Management (PA)*

AFPD 35-2, *Public Communications Program*

AFI 35-201, *Community Relations*

AFI 35-206, *Media Relations*

AFI 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures* (and applicable supplements)

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Attachment 2

SAMPLE AF FORM 2519

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Orientation/Incentive Flight Checklist		OPR 944OSF/ DO	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
	Rank/Name of Passenger:			
	Organization:			
	Date of Flight:			
1.	AF Form 1042 (Medical Recommendation for Flying or Special Operational Duty)			
2.	Life Support Egress Training completed on: _____			
3.	DD form 1381 (Air Transportation Agreement)			
4.	High Emphasis Briefing Items: <ul style="list-style-type: none"> a. Emergencies (Ground/In-flight) b. Ejection c. Air Sickness d. G Awareness e. Rear Cockpit Stick Interference 			
	Pilot in Command Signature/Date: _____ / _____			